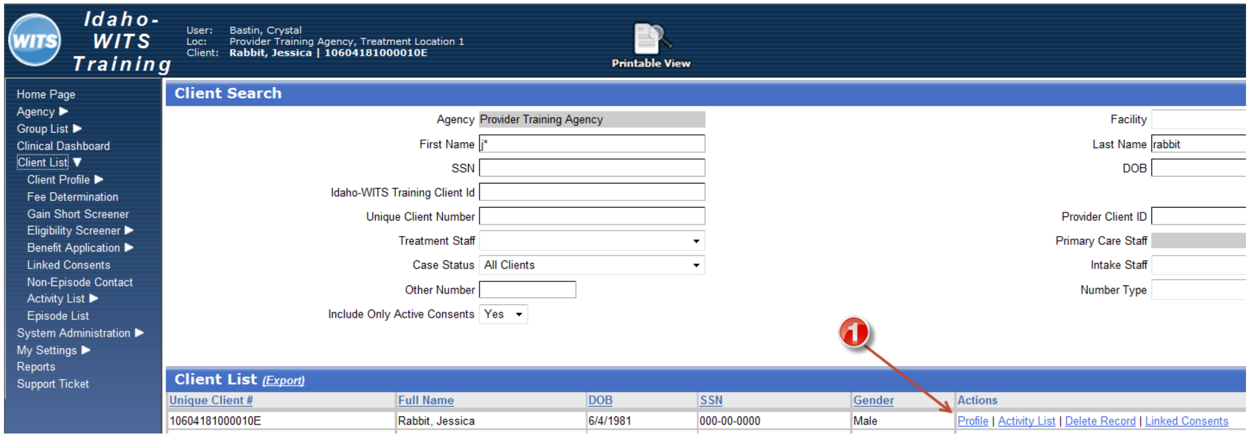
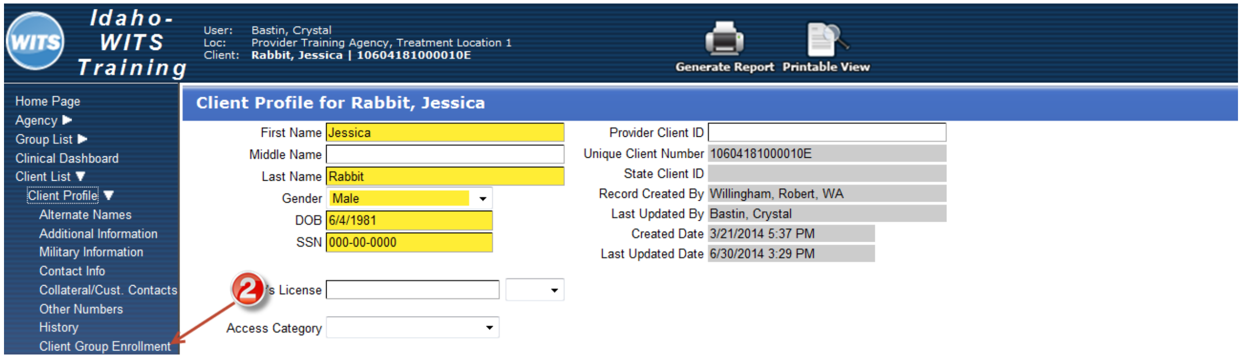
Creating a Medicaid/OPTUM Client Group Enrollment

This guidance is to set up the Client Group Enrollment, which will enable you to release encounters.

1. **Getting here:** Login, on the Navigation Pane (left menu) select **Client List** and search for your client. Select **Profile**.

2. Select **Client Group Enrollment** from the navigation pane.





3. Select **<u>Add Benefit Plan Enrollment</u>**.

4. Select Medicaid for the **<u>Payor-Type</u>** and Medicaid – OPTUM-Medicaid for the **<u>Plan-Group</u>**.

5. Select No for **<u>Is the client enrolled in Healthy Connections?</u>**

   NOTE: Selecting "Yes" will require you to enter an end date.

6. Enter the **<u>Coverage Start</u>** date.

7. Select Self for **<u>Relationship to Subscriber/Responsible Party</u>**.

   NOTE: This will auto-populate the Subscriber/Responsible Party information.

8. Select **<u>Save</u>**.